

Headquarters  
Department of the Army  
Washington, DC  
30 August 1998

Administration  
Trip Books

**Applicability.** This memorandum applies to Headquarters, Department of the Army agencies only.

**Proponent and exception authority.** The proponent of this memorandum is the Director of the Army Staff. The Director of the Army Staff has the authority to approve exceptions to this memorandum that are consistent with controlling laws and regulations. The Director of the Army Staff may not delegate this approval authority.

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1. Purpose

This memorandum prescribes policy, responsibilities, and procedures for the staff action process in preparing trip books for the Secretary of the Army (SA); Under Secretary of the Army (USA); Chief of Staff, Army (CSA); Vice Chief of Staff, Army (VCSA); and Sergeant Major of the Army (SMA) at Headquarters, Department of the Army (HQDA).

2. References

- a. AR 310–50, Authorized Abbreviations, Brevity Codes, and Acronyms.
- b. AR 380–5, DA Information Security Program Regulation.
- c. DA Memo 340–15, Staff Action Process and Correspondence Policies.

3. Explanation of Abbreviations

- a. ARSTAF — Army Staff
- b. AXO — Assistant Executive Officer.
- c. COE — Chief of Engineers.
- d. CSA — Chief of Staff, U.S. Army.
- e. DAS — Director of the Army Staff.
- f. DCSINT — Deputy Chief of Staff for Intelligence.
- g. DCSLOG — Deputy Chief of Staff for Logistics.
- h. DCSOPS — Deputy Chief of Staff for operations Plans.
- i. DCSPER — Deputy Chief of Staff for Personnel.

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- j.* DM — Director of Management.
- k.* DM (EAD) — Executive Actions Division, Management Directorate.
- l.* DUSA — Deputy Under Secretary for International Affairs.
- m.* ECC — Executive Communications and Control.
- n.* HQDA — Headquarters, Department of the Army.
- o.* OCSA — Office of the Chief of Staff, U.S. Army.
- p.* POC — Point of Contact.
- q.* SA — Secretary of the Army.
- r.* SMA — Sergeant Major of the Army.
- s.* USA — Under Secretary of the Army
- t.* VCSA — Vice Chief of Staff, U.S. Army.
- u.* XO — Executive Officer.

#### **4. Policy**

Trip book taskers will be prepared and the resulting information assembled by the Army senior leader's personal staff. Requests/taskers for read ahead information will be forwarded electronically to the DM (EAD). These taskers must reach DM (EAD) a minimum of two weeks prior to the suspense date set for the return of the requested information. The senior leader's personal staff will assemble the read ahead information to satisfy their traveler's requirements. In the case of overseas travel, the senior leader's personal staff will provide DUSA-IA the trip details a minimum of 30 days prior to the trip date. DUSA-IA will consolidate all read ahead materials and build the trip books for all overseas travel. DUS-IA will prepare the taskers for read ahead material and forward it electronically to DM (EAD) allowing a minimum of two weeks for the ARSTAF to prepare and return the requested information.

#### **5. Responsibilities**

- a.* The Director, ECC will —
  - (1) Pass all SA, CSA, VCSA and SMA trip book taskers to DM (EAD) for tasking out to HQDA Staff Agencies and MACOMs.
  - (2) Monitor suspenses for trip book information requests to ensure agencies are consistently given a minimum of 2 weeks to respond.
  - (3) Task the appropriate HQDA office or agency to detail a point of contact (POC) for overall coordination for all trip book read aheads. This POC will coordinate trip book requirements with the DM.
- b.* The DM will —
  - (1) Coordinate with the requesting office and, in cases when the trip books are for the CSA, with the appropriate Staff Group representative and the HQDA POC to ensure the trip book information requests are complete and timely.
  - (2) Task MACOMS, HQDA offices and agencies to provide information papers, point papers, organizational charts, biographies, photos, and other information as appropriate to be included in trip books.
  - (3) Monitor the return of the requested information to insure it is complete and reaches the requesting office by the established suspense date.
  - (4) Provide information as requested when the information falls under the purview of the office of the DM.
- c.* The Deputy Under Secretary for International Affairs (DUSA-IA) will —
  - (1) Assist SA, USA, CSA, VCSA and SMA offices with itinerary development and foreign dignitary visits for all overseas travel book taskers and trip books for all overseas travel by the SA, USA, CSA, VCSA and SMA.
  - (2) Prepare trip book taskers and trip books for all foreign travel. These trip books will include:
    - (a) A fact sheet on the historical significance of the country to be visited, including factors bearing on the strategic geographic location of the country.

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(b) A fact sheet on the historical relationship of the country to be visited with the United States, including a statement of the current relationship between that country and the United States.

(c) An information paper on United States policy toward that country, to include: Areas of agreement, Areas of disagreement, Sensitive issues to avoid, Policies the U.S. Army should encourage.

(d) An information paper on the general concept of the trip, to include trip objectives and a discussion of the rationale for making the trip (i.e., its importance).

(e) A list of events in which the Army senior leadership will be involved, to include a description of each event emphasizing the theme and role of the visitor's participation.

d. The Deputy Chief of Staff for Personnel (DCSPER) will —

(1) Provide information as requested when the information falls under the purview of the office of the DCSPER.

(2) Provide recurring trip book information papers on the following subjects:

(a) Officer strength and issues of unit or activity being visited.

(b) Enlisted strength and issues.

(c) Reenlistment statistics and accomplishments.

(d) Alcohol and Drug Abuse Program.

(e) NCO No Show rates for overseas permanent changes of station.

(3) Provide biographies and photos of U.S. Army colonels when requested.

e. The Deputy Chief of Staff for Intelligence (DCSINT) will —

(1) Provide information as requested when the information falls under the purview of the office of the DCSINT.

(2) Provide recurring trip book information papers on the following subjects.

(a) Weather report to the requesting office as tasked by the DM.

(b) Country study of nation(s) to be visited.

(c) Biographies and photos of foreign dignitaries to be visited, both political and military.

(d) Information pertaining to the Armed Forces of each country to be visited.

f. The DCSOPS will —

(1) Provide information as requested when the information falls under the purview of the office of the DCSOPS.

(2) Provide recurring trip book information papers on the following subjects.

(a) Mission, organization, and training readiness of the unit or activities to be visited.

(b) organizational wiring diagram(s) of U.S. Army units or activities.

(c) Modernization and force structure issues.

g. The Deputy Chief of Staff for Logistics (DCSLOG) will —

(1) Provide information as requested when the information falls under the purview of the office of DCSLOG.

(2) Provide recurring trip book information papers on the following subjects:

(a) Maintenance backlog of equipment at the unit or installation to be visited.

(b) Excess inventory management.

(c) Equipment readiness rates for units to be visited.

(d) Appropriate installation level logistics issues, e.g., commissary, laundry, food service, transportation.

(e) Status of prepositioned equipment sets, Army War Reserve or unit sets afloat.

h. The Chief, General Officer Management office will provide biographies and photos of Army general officers.

i. The Chief of Engineers (COE) will —

(1) Provide information as requested when the information falls under the purview of the office of the COE.

(2) Provide recurring trip book information papers on domestic disaster relief operations.

j. The Assistant Chief of Staff for Installation Management (DAIM) will—

(1) Provide information as requested when the information falls under the purview of the office of the DAIM.

(2) Provide recurring trip book information papers on the following subjects:

- (a) Installation data summaries.
- (b) Real Property and Repair Activities funding for buildings.
- (c) Programmed military construction.
- (d) Environmental issues.
- (e) Army community services.
- (f) Morale, welfare, and recreation.
- (g) Army Family Action Plan.
- (h) Army Community of Excellence.
- (i) Child development services.

k. The Assistant Secretary of the Army for Manpower and Reserve Affairs (ASAM&RA) will —

- (1) Provide information as requested when the information falls under the purview of the ASAM&RA.
- (2) Provide recurring trip book information on Civilian personnel management.

l. The Assistant Secretary for Financial Management and Comptroller (ASAFM&C) will —

- (1) Provide information as requested when the information falls under the purview of the ASAFM&C.
- (2) Provide recurring trip book information on funding levels and issues for units or activities to be visited.

m. The Chief, Legislative Liaison will —

(1) Provide information as requested when the information falls under the purview of the office of Congressional Legislative Liaison.

(2) Provide recurring trip book information papers on the following subjects:

- (a) Biographies and photos of Senators/Congressmen of the state to be visited.
- (b) Summaries of congressional issues pertaining to or congressional interest in the installation, activity, or unit to be visited.

n. The Chief, Public Affairs will —

(1) Provide information as requested when the information falls under the purview of the Public Affairs office.

(2) Provide recurring trip book information papers on the following subjects:

- (a) Biography and photo of the Civilian Aide to the Secretary of the Army.
- (b) Summary of media coverage or interest in the installation, activity, or unit to be visited.
- (c) List of major media issues with responding copy points and proposed narrative responses.

## **6. Procedures**

All HQDA agencies will prepare, coordinate, and submit requested input in information paper format. Agencies are encouraged to submit additional items that will be of interest to the traveler for inclusion in trip books. The Executive Actions Division, Management Directorate (DM (EAD)) may task HQDA agencies to prepare and assemble complete trip books for the SA, CSA, VCSA, and SMA when the traveler's interest is primarily within one agency's area of responsibility. Agencies will e-mail or hand carry requested items to the office responsible for assembling the trip book, either DUSA-IA or the senior traveler's personal staff. A copy of all information papers will also be e-mailed to DM(EAD) to clear the suspense and provide a backup copy of the input. All classified trip book information papers must be delivered in hard copy and properly marked with the classification and declassification information.

a. Trip book assembly.

(1) A separate trip book will be compiled for each traveler destination using either a looseleaf, three ring binder or on the traveler's laptop computer.

(2) All classified trip book papers will be assembled into a looseleaf, three ring binder with the front and back outside covers marked with the position of the official, place and date of visit, and security classification.

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- (3) Each section and item will be separated by a tab or enclosure.
- (4) A table of contents will list each item in the book by its subject. Each subject will have the security classification noted after each subject tab letter or enclosure number.
- b. Information papers.
  - (1) DA Memo 340–15 prescribes information paper preparation, style, and format.
  - (2) Information papers should not be tabbed. Tabs will be assigned by the office assembling the trip book.
  - (3) Abbreviations and acronyms used must be in accordance with AR 310–50.
  - (4) Classified information papers and other trip book contents will be marked in accordance with AR 380.
  - (5) Papers may not be submitted if the classification exceeds SECRET.
- c. Trip coordination.
  - (1) The offices of the SA, CSA, VCSA, and SMA establish their own internal procedures for trip coordination.
  - (2) Procedures for outlining trip coordination for the CSA are at appendix A.

(DACS–DMC)

## **Appendix A**

### **Procedures for Tasking and Implementation of Chief of Staff, U.S. Army Travel Agenda**

The purpose of the Scout Team is to conceptualize the travel agenda for the CSA 1 to 2 years out. Scout Team standing members include representatives from OCSA, office of Congressional Legislative Liaison, DM (EAD), and the Staff Group; the Team is chaired by the XO, CSA.

#### **A-1. SCOUT TEAM**

- a.* Creates and develops the travel agenda.
- b.* Develops objectives.
- c.* Identifies issues.
- d.* Recommends whom the CSA will meet.
- e.* Identifies public affairs activities.
- f.* Presents the travel agenda to the CSA for approval.
- g.* Locks the CSA calendar 6 months out.
- h.* Coordinates with the office of the Director, Strategy, Plans, and Policy in DCSOPS to integrate the Army International Activities Plan in the travel.

#### **A-2. STAFF GROUP REPRESENTATIVES**

- a.* Provide CSA and Scout Team guidance to the HQDA POC and DM (EAD).
- b.* Coordinate with DM (EAD) for trip book content.
- c.* Normally accompany the CSA.
- d.* Prepare the trip report reply to the major Army command.
- e.* Provide feedback to the Scout Team for future trips.

#### **A-3. ASSISTANT XO (AXO) CSA**

- a.* Serves as the assistant Scout Team leader.
- b.* Notifies the command being visited.
- c.* Sets the dates/times/objectives of the visit.
- d.* Provides the visited command with CSA POCs.
- e.* obtains POCs from the command to be visited.
- f.* Develops the CSA's broad itinerary.
- g.* Forwards the tasking memo to ECC.
- h.* Notifies DM (EAD) or the HQDA POC for trip book requirements.
- i.* Decides the trip manifest.

#### **A-4. ECC**

- a.* Tasks the appropriate HQDA lead agency to designate a POC.
- b.* Tasks assisting agencies.
- c.* Provides administrative guidance to DM (EAD), the HQDA lead agency, and assisting agencies.
- d.* Assigns the suspense for the trip book.
- e.* Reviews the trip book for completeness and sufficiency.

**A-5. HQDA POC**

- a. Contacts the AXO when assigned as HQDA POC.
- b. Consults with the Staff Group on issues, CSA goals/personal desires, notetaking, preparation of papers, and public affairs objectives.
- c. Consults with HQDA agency leadership on HQDA lead agency's principal goals for the trip.
- d. Contacts DM (EAD) about further developing the tasking memo with amplifying guidance.
- e. Deals directly with the individual(s), unit(s), or agency or agencies being visited.
- f. Coordinates/develops the substance of the itinerary with the visited command.
- g. Coordinates the itinerary with the trip coordinator, (OCSA personal staff.
- h. Conducts all inprocess reviews.
- i. Consults with the Staff Group on the trip report.
- j. Prepares or assists in trip book preparation if directed.
- k. Accompanies the CSA during the trip.

**A-6. DM (EAD) TRIP BOOK PROPONENT**

- a. Coordinates with the AXO and Staff Group about CSA trip objectives and goals.
- b. Tasks HQDA offices and agencies to provide information papers for trip books.
- c. Consults/works with the HQDA POC and Staff Group representative on trip book contents as directed.
- d. Prepares the trip book.
- e. Submits the trip book through the AXO to CSA.

**A-7.**

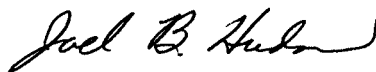
**TRIP COORDINATOR (OCSA PERSONAL STAFF)**

- a. obtains draft itineraries from the command to be visited.
- b. Coordinates air/ground transportation, security clearances, billeting, passports/visas, immunizations, in flight meals, counterpart gifts, and uniform requirements.
- c. Coordinates with the HQDA POC on the itinerary.
- d. Prepares and distributes the final CSA itinerary and trip cards.

By Order of the Secretary of the Army:

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